FEDERAL AVIATION ADMINISTRATION
AVIATION SYSTEMS STANDARDS
FLIGHT PLANNING SUPPORT SERVICES
DRAFT STATEMENT OF WORK
January 26, 2009

1.0 GENERAL

This Statement of Work (SOW) describes Flight Planning Services required by Aviation System Standards, Flight Inspection Operations Division, in support of the Government requirements serviced by the following office(s):

- Federal Aviation Administration (FAA), Aviation System Standards, Flight Inspection Centralized Operations (FICO)

1.1 Definition of Terms:

ATC	Air Traffic Control
CFP	Contractor Furnished Property
CO	Contracting Officer
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
DOJ	Department of Justice
ETA	Estimated Time of Arrival
ETOPS	Extended Twin Engine Operations
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FDC	Flight Data Center
FICO	Flight Inspection Central Operations
FIR	Flight Information Region
GFP	Government Furnished Property
ICAO	International Civil Aviation Organization
IFPS	Integrated Initial Flight Plan Processing System
ISA	ICAO standard atmosphere
IT	Information Technology
JPATS	Justice Prisoner and Alien Transportation System
LAT	Latitude
LONG	Longitude
METAR	Aviation Routine Weather Report
NAT	North Atlantic Track
Navaid	Navigational Aid
NOTAM	Notice to Airmen
PIREPS	Pilot Reports

POA	Point of Arrival
POD	Point of Departure
SOW	Statement of Work
SWOMCD	Severe Local Storms Unit Mesoscale Discussion
TAF	Terminal Aerodrome Forecasts
TFR	Temporary Flight Restriction
TOW	Take-off weight

1.2 Scope of Work: The contract shall provide internet-based interface for a flight-planning service to generate computer-based flight plans, unlimited "what if" flight planning and flight plan filing, unlimited textual and graphical weather, unlimited Notices to Airmen (NOTAMs) and North Atlantic Track (NAT) reports in support of FAA's Flight Operation services. The services must include 24 hour/ 7 –day flight planning assistance, technical support, information technology (IT) technical support, and international administrative and operational support services upon request.

1.2.1 FAA Aviation System Standards, Flight Inspection Central Operation (FICO) is responsible for flight release, flight following, and flight planning in support of FAA aircraft and has the capability to provide FICO services to other government entities. Currently, FICO supports Flight Standards and the Department of Justice (DOJ), US Marshals' JPATS aircraft. The FICO generates approximately 2000 Flight Plans per year for the Flight Inspection and Flight Standards program. The contractor will support JPATS in generating approximately 12,000 Flight Plans per year domestically and FICO will support JPATS in generating approximately 300 operations per year internationally.

1.2.2 The FICO supports a fleet of Beechcraft, Learjet, and Challenger Aviation System Standards aircraft assigned under a FAR Part 135 flight operation certificate and a fleet of Beechcraft Flight Standards aircraft that operate under FAR Part 91 or 135 as determined by the mission.

1.2.3 Services will support FAA Flight Plans for JPATS fleet of MacDonald Douglas, Hawker, and Saab aircraft operating under FAR Part 91, and additional wet lease aircraft upon special request from FAA AVN. The wet lease aircraft are only utilized by JPAT on occasion, and cannot be specified in the contract. Any additional fleet type support for JPAT will be incorporated when required and specifically identified via paragraph 1.2.4 below.

1.2.4. The flight planning will support a fleet of aircraft from the FAA Aviation System Standards, Flight Standards, and from JPATS. The composition of aircraft is subject to change, based upon additions to the FAA Flight Inspection and Flight Standards aircraft, JPATS aircraft, and

any other government entities the FICO may support. The government reserves the right to revise the composition based upon FAA expanded services for various aircraft. The number of aircraft and fleet types may vary but the contract will only be modified when the fleet types change since the number of flight plans does not change with the number of aircraft but the software may need to be updated with the change of fleet types. The current composition of aircraft is identified as follows:

- Eighteen (18) Beechcraft BE-300 aircraft used for domestic operations (Aviation System Standards)
- Six (6) Learjet LR-60 aircraft used for domestic operations (Aviation System Standards)
- Three (3) Challenger 601 (CL-600-2B16) aircraft used for domestic and international operations (Aviation System Standards)
- One (1) Challenger 604 (up to 3) aircraft used for domestic and international operations (Aviation System Standards)
- One (1) Challenger 605 aircraft used for domestic and international operations (Aviation System Standards)
- Two (2) Beechcraft A-200 aircraft used for domestic operations (Flight Standards)
- Two (2) Beechcraft King Air BE-F-90 aircraft used for domestic operations (Flight Standards)
- Five (5) Beechcraft King Air BE-C-90 aircraft used for domestic operations (Flight Standards)
- Six (6) MD-83 aircraft used for domestic and international operations (JPATS)
- Two (2) BAE-800 aircraft used for domestic and international operations (JPATS)
- One (1) SB-20 aircraft used for domestic and international operations (JPATS)

2.0 REGULATIONS: All services must comply with all (applicable) parts of the Federal Aviation Regulations (FARs) found in Part 91 and 135.

3.0 CONTRACT REQUIREMENTS: The Contractor shall provide qualified personnel, facilities, related equipment, supplies, and services necessary for performance of this SOW. The contractors' provisions include reliable interface for the Internet based flight planning system to develop accurate Flight Plans that include parameters described in this document.

4.0 PERFORMANCE OF SERVICES: The Contractor shall provide an internet-based interface flight-planning system, technical support for Flight Planning Assistance, IT support for system technical issues, international administrative and operational support services, ground handling support, and administration/reporting. The support services shall be available for application to FAA Aviation System Standards flight planning

requirements, Flight Standards flight planning requirements, or for application to JPATS dispatch requirements. The government will provide the contractor with the aircraft characteristics, operational data, and technical data necessary for performance of requirements described in this SOW. The required services shall support Government flight crew personnel with capability to generate unlimited personalized flight plans with minimal data entry.

4.1 Flight Planning Interface: The flight-planning system must provide the following:

a. Immediate accessibility.
b. Unlimited access to worldwide current and forecasted weather, temperature, and winds for all altitudes in both graphic and text formats. When current information is not available, provide wind and temperature information from the last 24 hours.
c. Performance models customized for each aircraft type listed herein with the capability to bias for those aircraft's performance variances.
d. Database that has readily available 12 month history capability to store information on regularly flown trips and special routes.
e. Extended Twin Engine Operations (ETOPS), drift down and enroute reclearance information, and Equal Time Points.
f. Messaging system that provides the ability to attach a message to a flight plan or weather briefing. There must be enough space allotted to cover any remarks dealing with country clearance, messages, and FIR boundaries etc. as necessary.
g. Ability to access, update, and delete pending flight plans and flight plans that have occurred in the last 60 days.
h. Ability to either select a) the most advantageous route and altitude designed for the fastest flight or lowest fuel consumption or b) a user defined flight plan.
i. Pre-formatted ATC flight plan, in both U.S. and ICAO standard and fully Integrated Initial Flight Plan Processing System (IFPS) compatible including automatic filing.

4.1.2 The flight plans shall provide the following flight plan outputs as a minimum:

a. Date and time plan was computed
b. Aircraft tail or registration number
c. Aircraft performance scheduled used
d. Point of arrival (POA), point of departure (POD), and selected alternate(s)
e. Estimated time of departure
f. Fuel burn, time and distance to arrival airport, and estimated time of arrival (ETA)
g. Holding / delay fuel burn and time (unique to flight inspection operations)
h. Take off alternate and distance from POD

i. Alternate fuel burn and time
j. Taxi out fuel
k. Minimum release fuel and time
l. Extra fuel and time
m. Total fuel and time
n. Actual take-off weight (TOW), estimated landing weight, operational weight, and payload
o. Filed route and altitude
p. Abbreviated maximum winds aloft and maximum ICAO standard atmosphere (ISA) deviation statement
q. Waypoint flight plans capabilities that include the following:

- Facility identifier and frequency and / or Latitude (LAT) / Longitude (LONG)
- Flight level
- Wind, temp ISA deviation
- True airspeed / ground speed
- Magnetic course / true course
- Leg distance and time
- Elapsed distance and time
- Remaining distance and time
- Fuel flow, fuel used, and fuel remaining
- Ability to electronically file a domestic / international flight plan containing en route holding / delay information with all FAA ATC Centers and ICAO Centers.

r. The output shall include weather information consisting of the following:

- Aviation Routine Weather Report (METAR), Terminal Aerodrome Forecasts (TAF), NOTAM, FDC NOTAM, Temporary Flight Restrictions (TFR's), Pilot Reports (PIREPS) for POD, POA, Alternate, Takeoff Alternate
- En route weather: All sigmets, airmets, convective sigmets, convective forecasts and advisories, Severe Local Storms Unit Mesoscale Discussion (SWOMCD), regional freezing levels, PIREPS
- ATC Weather Advisories
- En route winds aloft

4.2 Support Services: The Contractor shall provide flight planning assistance and technical support 24 hours a day, 7 days a week, with an immediate response time. In addition, the Contractor must maintain the system with IT support 24 hours a day, 7 days a week. Government access to (unlimited) flight planning assistance and technical support shall be provided. The services shall maintain consistent availability.

4.3 International Administrative and Operational Support Services: The required services include facilitating fuel, aircraft services (i.e. Industry Standard for ground

power, lavatory, etc.), foreign government clearance requirements, overnight crew transportation and accommodations (transportation to hotel, hotel, etc. as requested), aircraft security ground handling support on behalf of the Government in international locations upon request. The Contracting Officer or their designated representative will notify the contractor in writing (electronically) when the services are necessary.

4.3.1 Fleet Data Management. The Contractor shall respond in a timely manner (not to exceed 3 hours) to customer requests for the modification of current aircraft equipment and /or performance data. This requirement shall also apply to the addition or removal of aircraft to the flight planning software database.

4.4 User Training: At start up, on-site user training may be required by the government. Contractor shall provide instructors, course materials (syllabus), and timelines to support government Flight Operations personnel at no cost to the government. Once contract is underway and user training is requested by the FAA to be conducted onsite (Aero Center OKC, OK), the contractor shall provide instructors, course materials (syllabus), and timelines to support government Flight Operations personnel at the negotiated per course/student rate in accordance with CLIN 0005.

4.4.1 Travel: Travel may be associated with requirements for onsite training at the Mike Monroney Aeronautical Center located in Oklahoma City, OK. Travel estimates for each person per trip shall be identified in writing when the FAA issues requests for training. After government receipt of estimated travel expenses the Contracting Officer, after coordination with the Contracting Officer's Technical Representative, will authorize Contractor travel by the Travel Authorization Form (TA) (See CDRL 0003). All travel arrangements are the responsibility of the Contractor and are reimbursable in accordance with FAA Travel Policy.

5.0 DELIVERABLES:

5.1 Reports: The Contractor shall provide a monthly summary of services utilized through Internet, Support services, or Call orders for international support. The summary shall identify the services as related to the type aircraft (FAA or JPATS). The report shall be submitted with the monthly invoice. Contractor format of this report is acceptable as long as it provides all required information in an easy to follow format, and shall be submitted to the Contracting Officer or delegated representative. (See CDRL 0001)

5.2 Invoicing: Any request for support services, or expenses incurred in support of the Flight Planning services shall be charged in accordance with the contract provisions on a monthly basis. The Contractor shall submit billing information as support for the payment invoice as described in Section G of the contract document and in accordance with CDRL 0002. Acceptance and payment is contingent upon

FAA receipt of acceptable service and the respective acceptable invoice. Contractor must ensure sufficient funding exists on contract prior to providing service.

6.0 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE: The Contracting Officer may delegate a representative in writing who will coordinate with the contractor for performance of the services. The COTR does not possess authority to change the provisions of terms of the contract, or otherwise commit the Government. The COTR is not authorized to make changes that affect cost, schedule, or scope of work. The Contracting Officer (CO) is the only individual authorized to make these changes.

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line item No.	B. Exhibit	C. Category *(Check appropriate one)*
CLIN 000X		TDP ☐ TM ☐ Other ☒
D. System/Item	**E. Contract/PR No.**	**F. Contractor**

1. Data Item No.	2. Title of Data Item	3. Subtitle
0001	Contract Status	Report
4. Authority	**5. Contact Reference**	**6. Requiring Office**
	SOW 5.1	AJW-314

7. DD 250 Req'd	8. APP Code	9. Distribution Statement Required	10. Frequency	11. As of Date (AOD)
N/A			Monthly	

12. Date of First Submission	13. Date of Subsequent Submission
See Blk 14	See Blk 14

14. REMARKS:

1. Block 12. One month after contract effective date or within one month in order to sink up with contractors billing cycle.

2. Block 13. On a monthly basis.

3. Block 12 & 13: Invoice Report shall be submitted electronically and shall include the contractor name, contract number, date of report, program report applies to and the following information per CLIN: CLIN #, Description/Name, Contract Totals/Estimate, Funding Amount, Cumulative Expenses Incurred, Cumulative Billed, Percent Cumulative Expenses incurred of funded, Current Balance of Funds, Projected Total Funds Required, Estimated Shortage/Excess, and Comments for the cover page and then a CLIN breakout per invoice for back-up as shown in the attached example format to be used.

15. Distribution

a. Addressee	b. Draft Copies	c. Final Copies Reg.	c. Final Copies Repro
AJW-314		1	
AMQ-340		1	
16. Total		3	

G. Prepared By:	H. Date	I. Approved By	J. Date
Kadi Barrett	10/12/07		

17. Price Group	18. Estimated Total Price

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit	C. Category *(Check appropriate one)*	
CLIN 000X		TDP ☐ TM ☐ Other ☒	
D. System/Item	**E. Contract/PR No.**	**F. Contractor**	

1. Data Item No.	2. Title of Data Item	3. Subtitle
0002	Monthly Invoice	Report
4. Authority	**5. Contact Reference**	**6. Requiring Office**
	SOW 5.2	AJW-314

7. DD 250 Req'd	8. APP Code	9. Distribution Statement Required	10. Frequency	11. As of Date (AOD)
N/A			Monthly	

12. Date of First Submission	13. Date of Subsequent Submission
See Blk 14	See Blk 14

14. REMARKS:

1. Block 12. One month after contract effective date or within one month in order to sink up with contractors billing cycle.

2. Block 13. On a monthly basis.

3. Block 12 & 13: Invoice Report shall be submitted electronically and shall follow the DOT Standard Form 1034 by providing the following information on the cover page as provided in the attached example format to be used: Invoice #, Contract Number, date, Requisition #, Payee's Name and Address, date of service (may attach DOT Standard Form 1035), Total amount owed. Back-up should provide the amount owed per CLIN.

15. Distribution

a. Addressee	b. Draft Copies	c. Final Copies Reg.	c. Final Copies Repro
AJW-314		1	
AMZ-110		1	
AMQ-340		1	
16. Total		3	

G. Prepared By:	H. Date	I. Approved By	J. Date
Kadi Barrett	10/12/07		

17. Price Group	18. Estimated Total Price